

Employee Suggestion - [REDACTED] No. 156

25X1A9a

A. Information about the Suggestor:

[REDACTED], GS-5, Top Secret Courier, DDP/RI/DP

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B. Summary of the Suggestion:

The suggestor proposes the establishment of one central mail room for buildings I, J, K, & L.

C. Proposed Benefits:

The suggestor believes that the proposal would save considerable effort in the extra handling of mail and should expedite the dispatch of bulk material that would otherwise be referred to the mail room for rerouting back to Bldgs. I to L.

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D. Evaluation:

The Chief, General Services Office has reported that a system to eliminate this unnecessary handling of mail was instituted on 29 January 1953. All internal mail for these buildings, other than that addressed to offices in the DDP Complex, is now handled thru a central mail room located at 1005 I Building. Present regulations require that for central purposes, all DDP mail in these buildings be delivered to and picked up from the RI Registry.

E. Note:

Since the proposal contained in this suggestion has already been adopted and put into effect prior to the receipt of the suggestion it would appear that no award is in order. A commendatory letter to express appreciation from the Committee to the suggestor for his interest and initiative appears to be indicated.